PROJECT OVERSIGHT REPORT

CIS Re-hosting Project for the Center for Information
Services for the Community and Technical Colleges

Report as of Date:
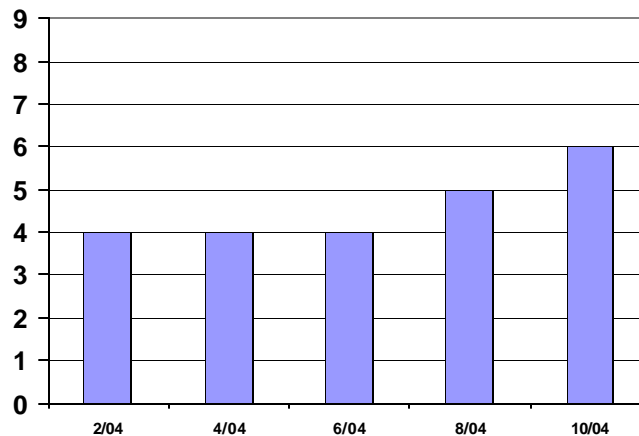October 2004

Project Director: Corey Knutsen

MOSTD Staff: Andy Marcelia

Executive Sponsor: Jack Oharah

Severity/Risk Rating: High (high severity, high risk)

Oversight: Level 3 – ISB

Overall Project Risk Assessment

Staff Recommendations: ISB staff recommend the following:

- The project should continue daily monitoring of Transoft's (Hewlett Packard's subcontractor) ability to deliver converted and tested code per their delivery schedule.

- HP should update the project schedule to include newly identified tasks and incorporate the mitigation steps that are in process.

- The focus on Transoft's issues should not divert attention away from other areas of the project which have, or might, also become critical.

- Systems test plan, performance test plan, user acceptance test plan, and final project security design document should be documented for coordination and efficient use of resources and included in the project schedule at a level of granularity that provides tracking value.

- HP should review project staffing requirements to support and accomplish the above planning, keep the project schedule current, and adhere to the project schedule.

- The CIS should maintain a consolidated list of project risks and mitigations, and review them at each Summit Committee meeting, project steering committee meetings, and CIS Executive Committee meetings.

- The project team should continue its high degree of communications with stakeholders, including sharing the outcomes of the above mentioned planning to manage expectations.

- The project team should continue to focus on campus preparation for conversion and implementation.

Variances:

- Schedule: Transoft's pace of testing converted code is slowing and is now eight weeks behind the April 2004 schedule revision. Packets 8 and 9, previously scheduled for delivery in October are now scheduled for delivery in December.

- Budget/Cost: None.

- Scope: None.

- Resources: None.

Risks/Mitigation Steps:
1. Schedule

   Transoft's schedule for delivery of converted and tested COBOL code continues to slip. Previously the schedule was revised, calling for code packets 1-7 to be completed by the end of July and packets 8 and 9 in October. Packets 8 and 9 are now targeted for December.

   Mitigation Tasks
   1. In June 2004 the CIS Board documented to HP its concerns related to Transoft.
   2. Transoft responded by adding staff to increase the conversion rate.
   3. HP has transferred some of its staff into Transoft to receive and test deliverables and to validate test results and configurations before HP's Indian subsidiary begins software development.
   4. In September the CIS Board again documented its concerns related to continuous delays in the deliverables from Transoft. The CIS Board requested descriptions of alternatives if Transoft cannot complete its work, and the impacts of the alternatives.
   5. HP and CIS have created a remote testing team made up of HP India and CIS resources to assist Transoft in testing and resolving issues in the remaining packets. HP India will contribute 12 staff to this team who are familiar with the CIS systems.
   6. Transoft will forward code that is successfully tested rather than wait until the full packet is completely successful. This strategy allows testing to get caught up so implementation can begin on schedule in late February 2005.
   7. The project team is making the productions system and test data available to the campuses before conversion, in order to assist in their familiarity and comfort with the re-hosted applications.
   8. The CIS and HP are reviewing the 14-week conversion schedule to determine if it can be shortened, i.e., convert more colleges each week.
   9. The CIS and HP are considering completing the conversion a month later than planned, i.e., mid-June.
   10. HP is reviewing additional options in the event that Transoft cannot complete their conversion task.

   Another area of concern is campus readiness to use the new reporting systems.
   Mitigation Tasks
   1. This is a priority issue that now has the attention of the presidents of the community and technical colleges. They have asked for metrics to assist them in determining the readiness of their respective campuses.

2. The project team has responded by developing checklists that identify campus activities starting from six months before conversion through post implementation. These checklists will allow the campuses to determine their conversion readiness at intervals of six months, three months, 60 days, 30 days, 1 week, and 1 day prior.
3. Each campus has a designated re-hosting coordinator to provide guidance to campus preparations. Regular meetings are held with the coordinators to insure the campuses continue their preparations.
4. The CIS has been hosting training sessions to teach trainers from each campus.

Background Information

Description: The community and technical colleges, through CIS, their administrative computing consortium, were authorized by the Information Services Board to re-host their administrative applications currently running on HP3000 platforms. HP was the successful vendor with a proposal of HP hardware and Microsoft operating systems and databases.

The colleges will move the legacy business logic and data to a modern platform and database while maintaining the extensive functionality of the current applications. The project has two phases. The first phase requires two years to rewrite the non-COBOL application code, convert the Protos COBOL to open systems COBOL, reengineer the data into relational databases, and re-host and consolidate the applications of the 34 colleges to a centrally hosted platform at the CIS. Phase 2 requires three years to re-engineer the applications, tune the database architecture, and rewrite the COBOL applications.

The project will also create and provide a disaster recovery site for the colleges' administrative applications.

Technology: The hardware platform will be HP running the underlying core technology Microsoft .NET Framework and Visual Studio.NET. The Web/Application server layer will be OS Win2000 Server. The database server will be Microsoft SQL Server 2000, OS: Data Center edition.

Budget/Cost: The project budget appears to be adequate for the project. The total budget for the project is $12.4 million, which includes the HP contract, third party software, internal CIS positions, consultants, quality assurance vendor, and disaster recovery site. Total project expenditures to date are $3.2 million.

The CIS contract with HP is a fixed price, deliverables based contract. The Phase 1 contract negotiated with HP provides $9.7 million for Transoft's conversion activities. This includes the hardware/software platform, new data architecture and conversion, non-COBOL code rewrite, and Protos COBOL to open systems COBOL conversion. The contract with HP is only for Phase 1, with the option to use HP for Phase 2.